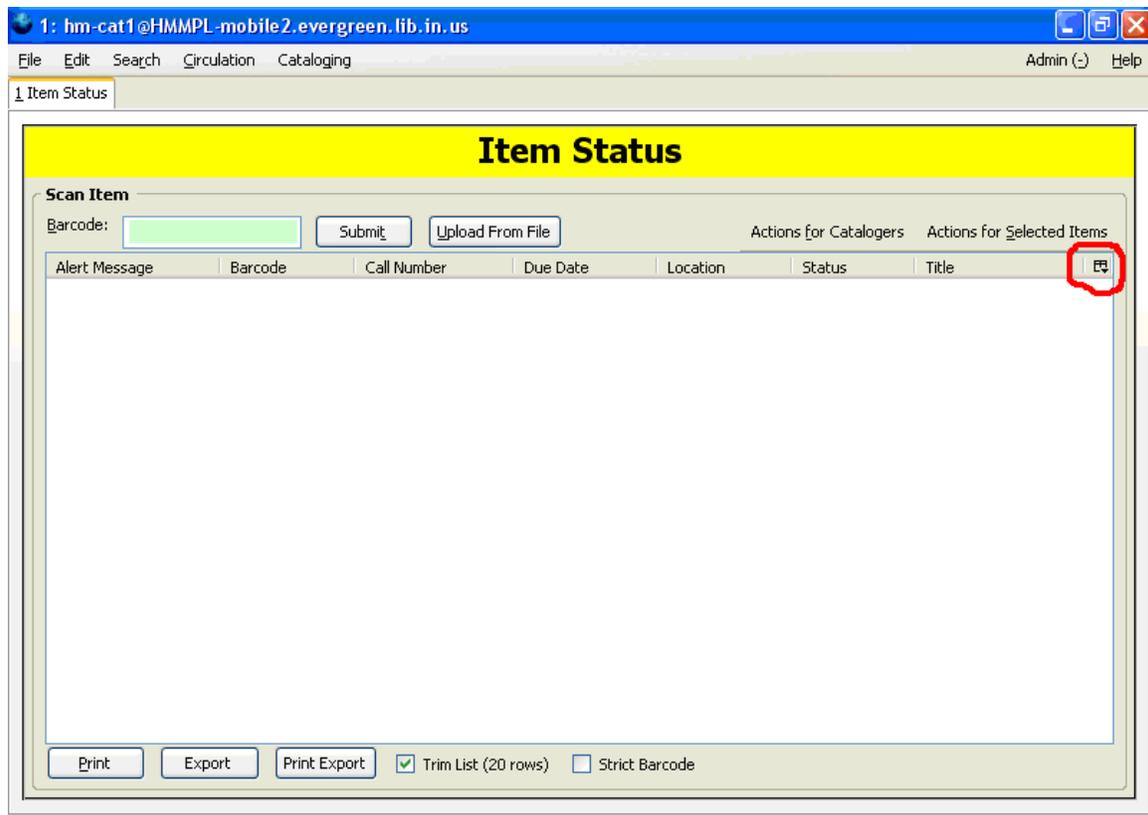# Chapter 4  --   Using the Column Picker

The column picker is a tool that allows you to set the fields in a display screen. You can add and delete fields as desired, as well as adjust their sizes.  The column picker is the small square at the top right hand inside of the field display area, circled below.  The column picker is an extremely useful tool, since it allows you to customize the screen to display the fields you need, and eliminate those that you do not. Saving the fields to your desired settings can save time and make the display screens more effective.   The original default settings are probably not well suited for the use by a cataloger.

To view the Item Status screen, press F5.  For further information about the Item Status screen, see **Chapter 16 – The Item Status Screen**. The fields displayed in the Item Status screen below are Alert Message, Barcode, Call Number, Due Date, Location, Status, and Title.  The field names are listed in the same line as the column picker.  Note that the fields displayed on your screen will likely be different, as the screen below has previously been customized.

You will find the column picker in most screens with a field display area, such as the Item Status screen, above, and the Holdings Maintenance screen, below.
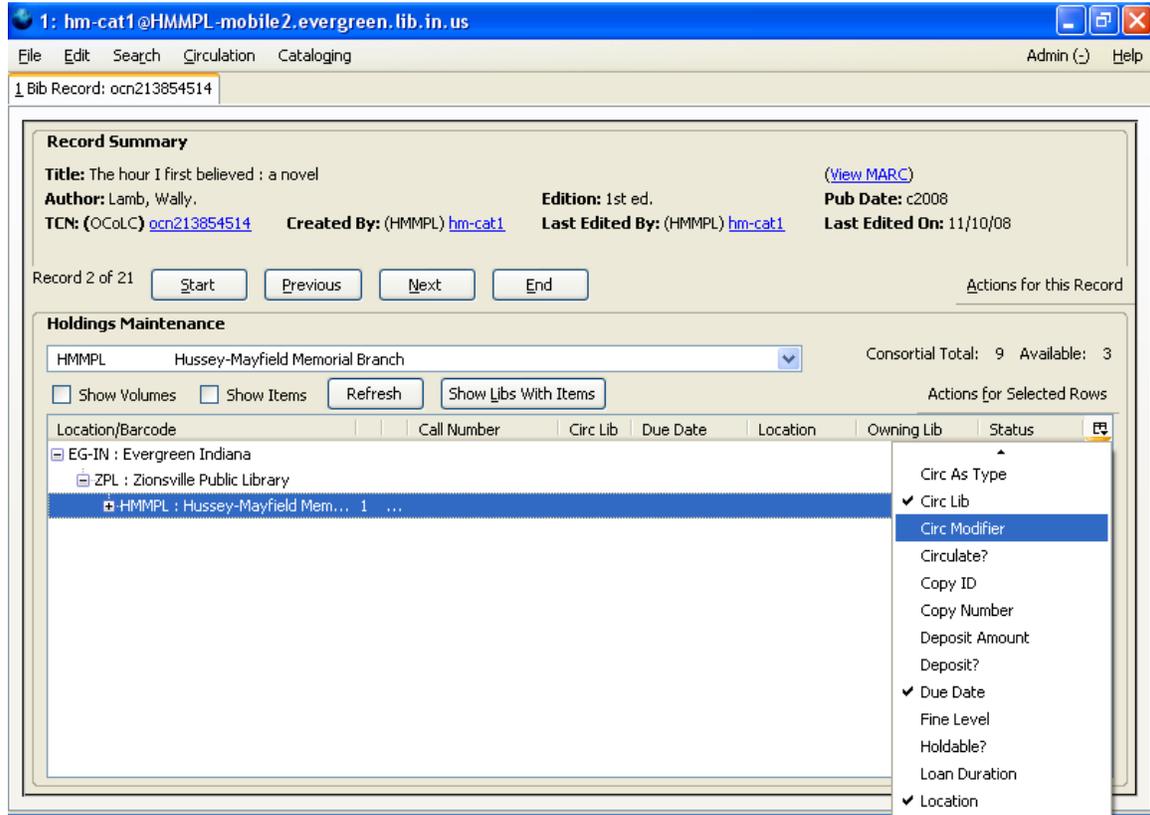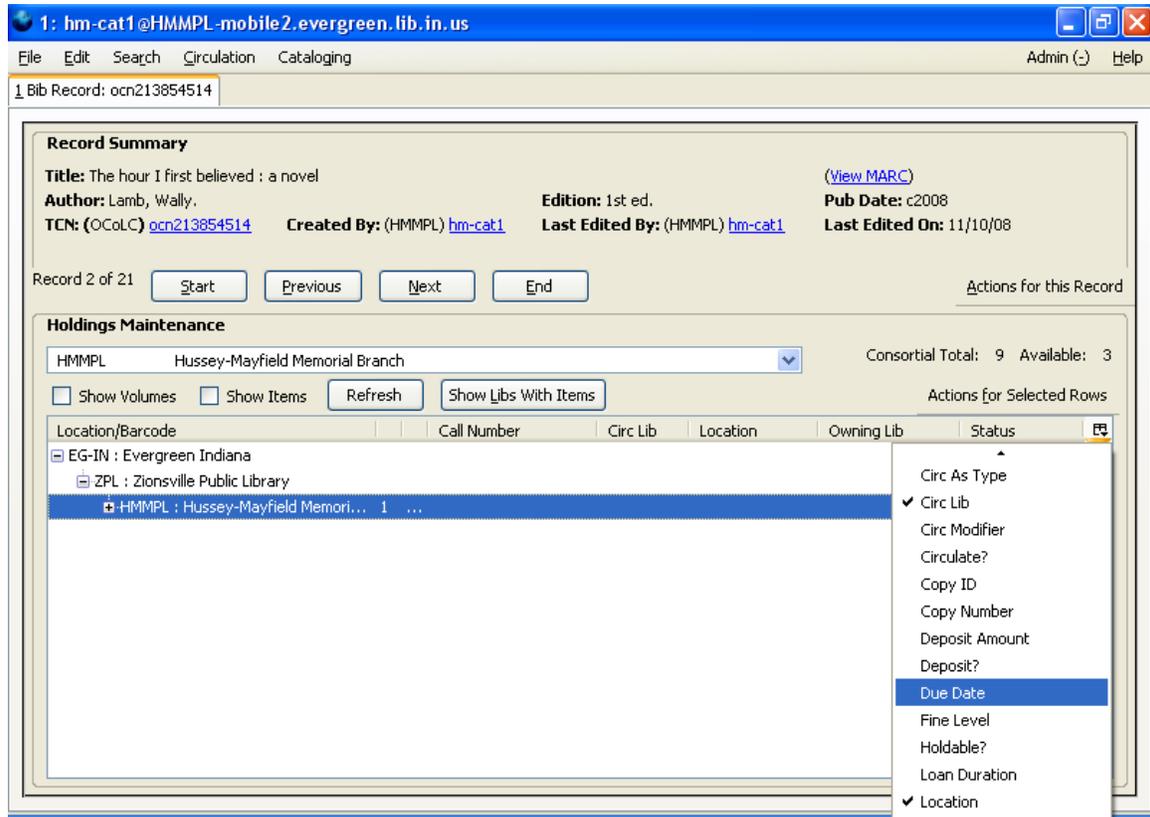


When you click the column picker, a drop down list of fields displays. Different fields are available on different screens. Note that some fields have a check mark next to them. Those are the fields that are currently selected for display in the display area. If you do not want that field to display, simply click on that line in the drop down list to remove the check mark.

Below you can see that by removing the check mark next to Due Date, that field is no longer shown in the field display area.



To add fields to the field display area, click on the field name in the drop down list to add a check mark next to the name.

In the example below, the Price field has been selected.  As soon as the check mark is placed next to the field name, the field appears in the display, as shown.



To adjust the size of the fields displayed place your cursor over the small lines between the field names.  Red boxes are drawn around these lines in the example above. Your cursor will change to a double arrow symbol when placed over a line.  You can then click and drag the lines from side to side by holding down your mouse key as you move the mouse left or right to adjust the field sizes larger or smaller.

Note how the Location/Barcode field was enlarged below:

The field order can also be rearranged.  Click on the field and drag it without releasing the mouse button until the vertical line is in the location where you would like the field.  The title field you are dragging will turn white, as seen below:

When you release the mouse button the field will appear where you have placed it, note that the Location field below is now after Call Number:



Once you have adjusted the fields to your desired settings, you can save the settings as the default.

To save your settings, click on **Actions for Selected Rows (Alt + F)** and select **Save Columns (Alt + C)**
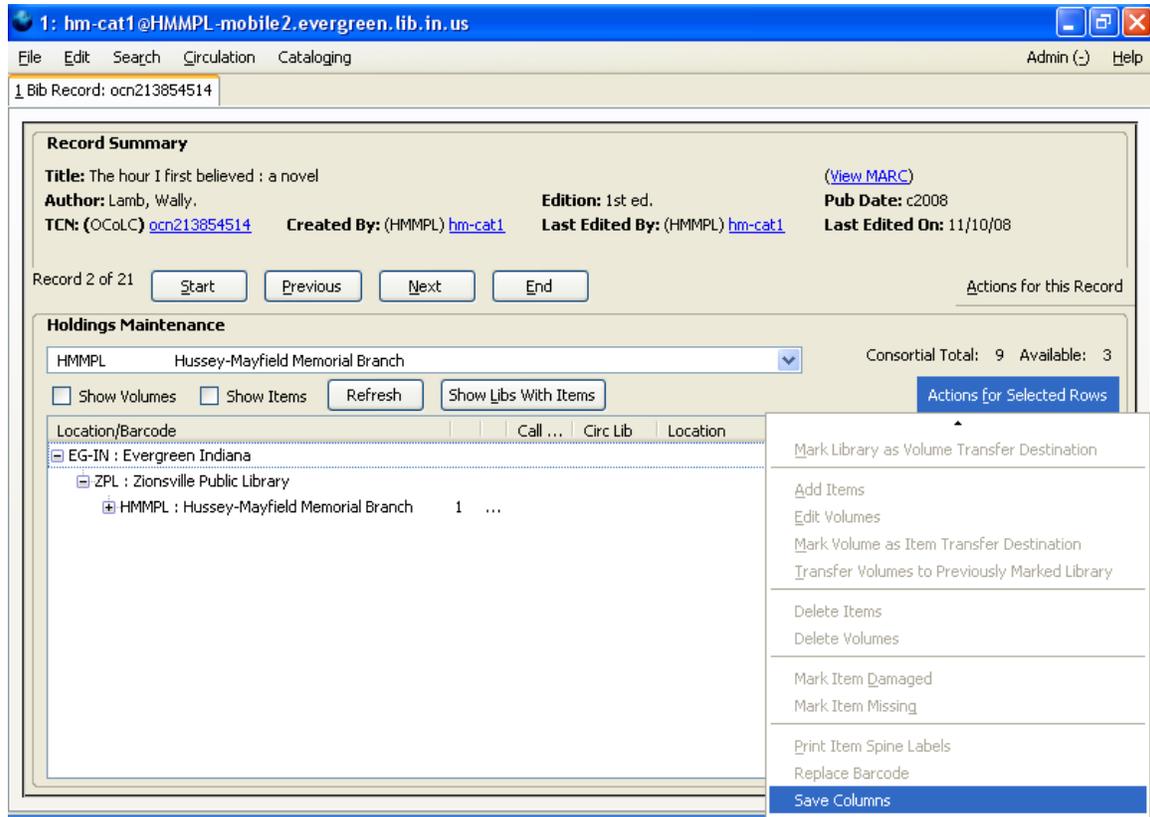


This will save the selected fields for the Holdings Maintenance screen only.  You can choose different default settings for the Item Status screen, View Holds screen, and other field display screens as desired.